



How do I submit a Match Day Report?

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Match Day Reports allow administrators to capture match day forms from team managers and match officials. Associations control what is accessible to whom in their database, and users login to complete these tasks via the **Match Results** portal.

This page covers the data entry processes related to Match Day reporting. If you would like to see the instructions on how to manage the creation and maintenance of the match day reports visit the [Match Day Paperwork](#) page.

To enter Match Day Reports:

1. Login to your [Passport account](#).

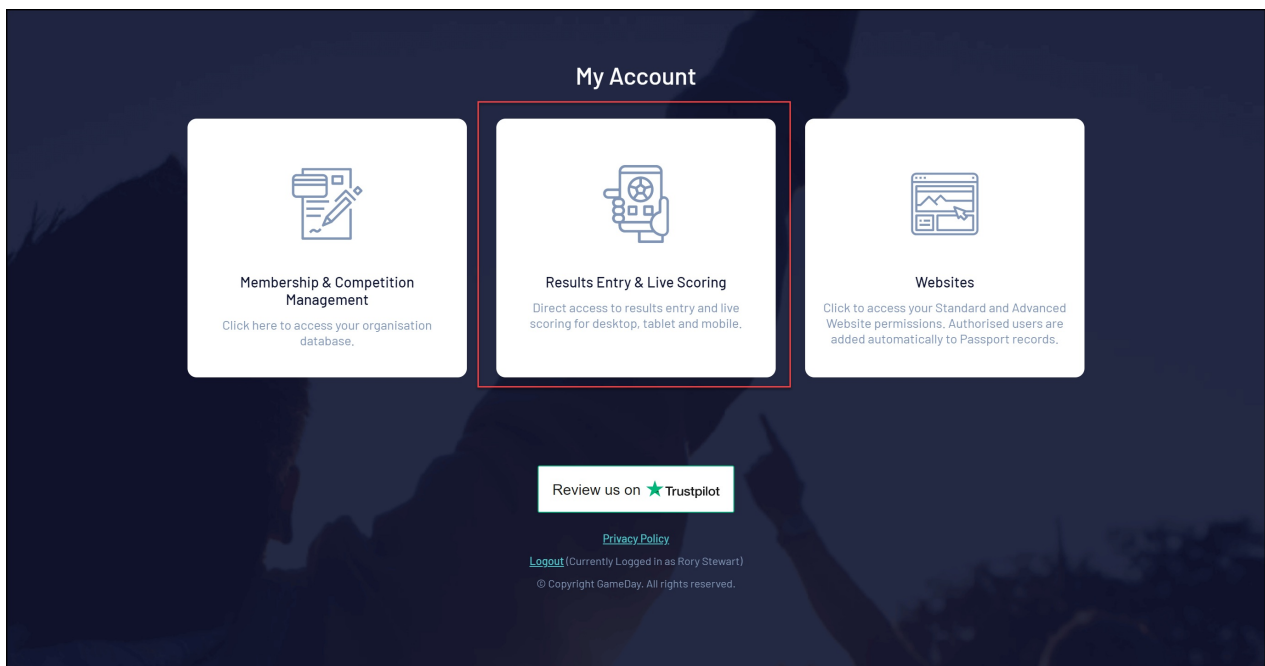
Please note the following:

- **For Match Officials:** Your Passport account must match the email address that you registered with in the current season.
- **For Team Managers:** Your Passport account must be authorized by your club in the database. Click [here](#) to see how this is done.

If you don't yet have a Passport account created, click **REGISTER** to create one.

A screenshot of the GAMEDAY Passport login and registration page. The page has a dark blue background with a white central form. At the top left is the GAMEDAY logo, and at the top right are links for 'Support' and 'Passport'. The form contains the GAMEDAY logo and 'powered by stackports'. Below this is the heading 'Login to Passport'. There are two input fields: 'Email Address *' with the placeholder 'email@address.com' and 'Password *' with a 'Forgot?' link. A teal 'Login' button is below the password field. Underneath the button is the text 'Don't have an existing Passport account? Please register below.' and a 'Register' button, which is highlighted with a red border. At the bottom of the form are links for 'Privacy Policy' and 'Terms', and a copyright notice: '© Copyright GameDay. All rights reserved.' A small 'Privacy - Terms' icon is in the bottom right corner of the page.

2. Select **RESULTS ENTRY & LIVE SCORING**



3. Select your **Organisation** or **Match Official Name**

4. On your Match List, find a match you want to enter a Match Day report to, then click **POST GAME**

GAMEDAY Dark Mode **BETA**

Match Results Entry

Show matches between: To: [Apply Dates](#)

[Enter Quick Results](#) [Filter Matches](#)

Match List

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue			
	Team A	Team B			12/04/2023 10:00	Arden Street	Pre Game	At Game	Post Game
	Team G	Team C			12/04/2023 11:00	Docklands	Pre Game	At Game	Post Game
	Team F	Team D			12/04/2023 14:00	MS Princes Park	Pre Game	At Game	Post Game
	Team H	Team E			12/04/2023 14:00	Richmond Recreation Ground	Pre Game	At Game	Post Game

Showing 4 matches

5. Select the **MATCH DAY REPORTS** tab, then select the report you want to complete:

The screenshot shows the GAMEDAY interface. At the top left is the GAMEDAY logo. At the top right, there is a 'Dark Mode' toggle and a 'BETA' label. Below the logo, there is a navigation bar with a '← Back to Match List' button and three tabs: 'Pre Game', 'At Game', and 'Post Game'. The main content area is titled '2023 Premier Men's Reserve' with a date '22/04/23 11:40'. Below this, there are links for 'Full Time Goals', 'Full Time Behinds', and 'Full Time Total Points'. A navigation menu includes 'Final Match Scores', '2023 Premier Men's Reserve', '2023 Premier Men's Reserve', 'Awards', and 'Match Day Reports' (which is highlighted with a red box). Below the menu, the 'Match Day Reports' section contains a table with the following data:

Report Name	Completed?	Last Update	View Answers
2023 Umpires Match Report	<input type="radio"/>	No update assigned to Match Official	

At the bottom of the page, there is a copyright notice: '© GameDay. All rights reserved.'

6. Answer the questions as required by your league, then click **SUBMIT** once completed.

If you have any queries during this process please contact your league office for further assistance.